



Joseph V. Doria, Jr.  
Chairman

Marge Della Vecchia  
Executive Director

## NOTICE OF VACANCY

**THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:**

**ISSUE DATE:** 6/11/08

**JOB TITLE:** Administrative Assistant I

**SALARY:** ( R6 )

**DIVISION:** Regulatory Affairs

**FL STATUS:** Exempt ☐ Non-Exempt ☒

**UNION STATUS:** Professional Unit ☐ Administrative Unit ☒ Non-Union ☐

**EMPLOYMENT STATUS:** Full Time ☒ Part Time ☐ Temporary ☐

### **JOB DESCRIPTION:**

Perform a variety of administrative and clerical duties involving the maintenance of records and tracking systems; coordinate special projects; type and composes diversified material including memorandums, correspondence and reports, some of which may be of a confidential nature; open, stamp and record incoming mail; maintain filing systems; answer and route incoming calls to appropriate staff members; provide information and assistance to employees and consumers; perform related duties as required.

### **MINIMUM REQUIREMENTS**

#### **EDUCATION/EXPERIENCE:**

High school graduate and three (3) to five (5) years of secretarial experience or a two (2) year degree plus three (3) years of relevant experience or an equivalent combination of education and experience that meets the required knowledge, skills and abilities.

#### **SKILLS:**

Excellent organization and interpersonal skills; ability to communicate effectively orally and in writing; ability to maintain records, reports and files; ability to organize and accomplish multiple assignments simultaneously.

#### **BENEFITS**

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; pension plan; personal, sick and vacation days; tuition reimbursement and thirteen (13) paid holidays.

**IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: [hrjobs@njhmfa.state.nj.us](mailto:hrjobs@njhmfa.state.nj.us)**

**THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.**